Commissioner Guide 2016-2017

*The Sustainability Commissioner Program was started at Notre Dame in order to get the various dorms more active in sustainability initiatives on campus and in the local community. Over the years, dorms have held exciting and creative programs and have reached many people. Commissioners serve as leaders of sustainability initiatives within their dorms and coordinators of fun, original, and meaningful programs!*

**Goal and Expectations**

* **Encourage sustainability within dorms and around campus**
* **One event per semester** (at least – one event per month is an admirable stretch goal)
	+ You do not need your own event. You could make existing events greener or have events on a smaller budget
	+ At the monthly Commissioners meeting following your event you will be asked to share a 5-minute overview of what you did, what worked, and what didn’t work
* **Monthly meetings**
	+ Sunday Meeting Dates: October 2nd, November 6th, December 4th, January 22nd, February 26th, April 2nd, and one more, probably April23
		- All meetings will be held from 3-4pm in the Notre Dame room in LaFortune (exception is Dec 4 in LaFun Montgomery Aud.)
	+ Forum for announcing dorm or other sustainability events (flyers or other advertising may be distributed at these meetings)
	+ Interactive meetings that provide feedback on how things are going
	+ Suggest improvements and programming opportunities for the future
	+ Time to plan events with other dorms
* **Meeting with Office of Sustainability interns** (once per year)
* **Sept 11 First Meeting**
	+ Further explanation of the program, meet other commissioners
	+ Set goals for your term as commissioner
	+ Game Day opportunity
	+ Planning and collaborating on events
* Make events “Green certified” (see the link in Resources section). Do events you are really excited about and then put a “green” spin on them
* Advertise energy competitions and get the dorm focused on building long-term habits for saving energy, not just temporary changes
* Promote use of recycling and find out what areas need more recycling bins. Explain the single-stream concept and how it works
* Have visible sustainability tips in the dorms where they might be needed
	+ Signs near bathroom light switches
	+ Switching out old bulbs for more efficient ones
	+ Collection drives such as gently-used books
* Organize in dorm, or with others
	+ Dorm improvements
	+ Monthly events/dinners
	+ Talk at hall councils and at section events
	+ Find some service/volunteer events
	+ Work with faculty/staff, leaders in the field
* Establish a focus for the month/semester/year in long-term goals
	+ Energy Week (Oct 2-8) and monthly themes
	+ While events could be repeated every year, some should be tailored towards a current topical theme or dorm-mates’ interests
	+ Try to keep a list of past events that can be kept and reinforced for future commissioners

**The Goblet of Sustainability:**

* There will be a raffle at the end of each semester for a great prize
* Tickets will be awarded for various events and activities. The more people that you have at your events, the more tickets that you get to enter into the goblet.
* Attendance at each monthly meeting = 1 ticket

**Ideas**

* Each month will have a specific theme. The Office of Sustainability will periodically organize events for commissioners (e.g. behind the scenes tour of food services and solar panels).
* Here are the themes and some ideas for events to get you started.
	+ **October: Food**
		- Locally sourced meal, trip to farmer’s market, feast of St. Francis mass, movie showing of Food Inc., organic chocolate tasting, apple picking
	+ **November: Green Building**
		- Recycled/upcycled craft or gift, LEEF pavilion trip, Thanksgiving centerpieces
	+ **December: Waste**
		- Upcycled gifts, dorm-wide clothing drive
	+ **January/February: Social Media**
		- Social Media Competition regarding sustainable New Year’s Resolutions, Pinterest board of sustainable ideas
	+ **March: Energy/Megawatt Madness**
		- Dorm competition for Megawatt Madness, tour of the solar panels
	+ **April: The Natural World**
		- Visit the astronomy tower, dorm flower planting, unity gardens trip, natural photo contest, lake painting/sketching event

**Resources**

* Office of Sustainability commissioner website: <http://green.nd.edu/staff/sustainability-commissioners/>
* More event ideas by topic:
* <http://green.nd.edu/staff/sustainability-commissioners/program-ideas-by-topic/>
* Green Event certification:

<http://green.nd.edu/sustainability-in-action/green-event-certification/>

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